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***Operations and Services
Public Weather Services, NWSPD 10-5
PUBLIC ZONE CHANGE PROCESS***

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_____ Gregory A. Mandt Director, OCWWS	_____ Date

Public Zone Change Process

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1. Introduction. This procedural instruction describes the process for requesting, coordinating and implementing changes to public zone maps and zone listings files in the National Weather Service (NWS) Directives System (NDS).

2. Types of Zone Map and Zone Listing Changes. Three different types of zone map and zone listing changes are described below.

2.1 Corrections for Errors on Zone Maps and in Zone Listings. These changes are necessary to correct errors in names and area designators, numbers, codes, identifications (ID) and indicators (WFO/county pointers on maps), or any errors of omission.

2.2 Realignment/Reconfiguration. Realignment and reconfiguration changes involve the movement of current zone boundaries, or the creation of new zones.

2.3 Zone/County/WFO Name, Code or ID Changes. These changes result from the correction of errors or other justifiable needs to modify a zone, Weather Forecast Office (WFO), or county name; zone or Federal Information Processing Standards (FIPS) code; or associated WFO ID.

3. Request Procedures and Levels of Approval. Follow the procedures below to submit requests and gain approval for zone map and listing changes.

3.1 Corrections for Errors on Zone Maps and in Zone Listings. All change requests for errors found on zone maps and in zone listings are submitted to the respective Regional Meteorological Services Division (MSD) Chief. Requests should be sent via e-mail or facsimile. The MSD Chief forwards (via e-mail or facsimile) the request to the Chief of the Fire and Public Weather Branch (OS22) within the Office of Climate, Water, and Weather Services (OCWWS) at NWS Headquarters. The designated OS22 program manager coordinates the zone map and listing corrections process to insure corrections are properly and successfully implemented.

3.2 Realignment/Reconfiguration. Requests for realignment and/or reconfiguration of public zones are submitted to the respective Regional MSD Chief. Requests will contain written justification for the change, along with a clearly labeled map depicting the realignment/reconfiguration. The MSD Chief reviews the request and forwards the entire package via e-mail and/or facsimile to the OS22 Branch Chief at NWS Headquarters. Approval for realignment and/or reconfiguration of public zones is granted by the OS22 Branch Chief in coordination with the designated OS22 program manager.

3.3 Name, Code, or Identification Changes. Requests for changes to zone or WFO name, zone or FIPS code, or WFO ID are submitted to the respective Regional MSD Chief. Requests will contain written justification for the change. If necessary for clarification, include a clearly labeled map depicting the name, code, or ID change. Assign a unique zone number to all newly created zones. The MSD Chief forwards (via e-mail and/or facsimile) the request to the OS22 Branch Chief at NWS Headquarters. Approval for such requests is granted by the OS22 Branch Chief upon the recommendation of the designated program manager.

4. Regional Headquarters Responsibility. Regional Headquarters are the points of contact for all change requests received from their respective NWS field offices. The MSD Chief is responsible for reviewing requests (e.g., ensuring sound reasoning and adequate justification) and submitting requests to the OS22 Branch Chief at NWS Headquarters. If the zone change requires public notification, the regional headquarters focal point (upon appraisal from OS22 that the change is approved) submits a draft Public Information Statement (PNS) Service Change Notice to the OS22 designated program manager. Public notification is required for changes that involve realignment/reconfiguration or zone/county/WFO name, code or ID. These changes require at least 60 days notification prior to implementation.

5. NWS Headquarters Roles and Responsibilities. The NWS Headquarters offices that are involved with the public zone change process include: the Office of Climate, Water, and Weather Services (OCWWS), the Office of Science and Technology (OST), Systems

Engineering Center (SEC), the Office of Operational Systems (OOS), Field Systems Operations Center (OPS2), and the Management and Organization Division of the Chief Financial Officer/Chief Administrative Officer (CFO3).

5.1 Office of Climate, Water, and Weather Services (OCWWS). The Fire and Public Weather Branch (OS22) of OCWWS is assigned the task of ensuring that zone maps and zone listings are updated as necessary.

5.1.1 Fire and Public Weather Branch (OS22) Chief. The OS22 Branch Chief is responsible for coordinating all zone related changes with the designated program manager. The OS22 Branch Chief is the final approving authority for all public zone related changes and subsequent updates to NWSM 10-507, *Zone Boundaries, UGCs, and Maps*. The OS22 Branch Chief or designee will respond to zone change requests from regional headquarters within two weeks of receipt.

5.1.2 OS22 Public Program Manager. The designated public program manager of OS22 is the NWS Headquarters focal point for the overall zone change process. The public program manager coordinates with several offices within NWS Headquarters and depending upon the required changes, may correspond with involved regional headquarters or individual WFOs. Specifically, the Public Program Manager is responsible for the following:

- a. Coordinating the details of all zone related changes with OST, SEC, and/or OOS, OPS2, OS5, and the OS22 Branch Chief;
- b. Ensuring that any changes made by SEC, OOS, and OPS2 are timely and accurately completed, and in the correct formats;
- c. Forwarding the zone listing changes to CFO3 for inclusion in the NDS;
- d. Maintaining accurate records of all zone map and listing changes;
- e. Processing the PNS Service Change Notice submitted by the appropriate Regional headquarters, and making sure these issuances are distributed to NWS customers within the specified time frame; and
- f. Ensuring that all updates to NWSM 10-507, *Zone Boundaries, UGCs, and Maps* are posted, and keeping manual as up-to-date as feasible.

5.2 Office of Science and Technology (OST). Once the map changes have been approved by OS22, the SEC division of OST proceeds with the modifications to the map Geographic Information System GIS shapefile. The revised shapefile is posted to the AWIPS Map Database Catalog for public access, placed on the NOAA1 secure server, and converted to a border point file for the Meteorological Development Laboratory. OST transmits a notice via AWIPSINFO indicating that the revised zone map has been posted to the AWIPS Map Database Catalog, and

transmits a “notification of change” e-mail to OOS and the designated public program manager in OS22.

5.3 Office of Operational Systems (OOS). Once notified by the SEC division of OST or OS22 that a zone map and/or zone listing requires revision, the work is assigned to the designated individuals in OOS responsible for making the specific required changes.

5.3.1 OOS Zone Listing Change Procedure. Zone listing changes are completed in WordPerfect (.WPD) format. The revised file is attached to an e-mail and sent to the designated OS22 public program manager for review, formatting and forwarding.

5.3.2 OOS Zone Map Change Procedure. Zone maps are resident on the appointed server in a Geographic Information System (GIS) format. Once notified of a necessary change, the designated OOS individual uses GIS compatible software to make the map revisions. The updated map is posted to the server for interactive viewing and printing. A description and date of the update must be clearly labeled on the interactive zone map page. A “notification of map posting” e-mail is then sent to the designated OS22 Public Program Manager and the Chief Financial Officer/Chief Administrative Officer (CFO3) focal point.

5.4 Management and Organization Division of the Chief Financial Officer/Chief Administrative Officer (CFO3). Once the revised zone listing file is received from the designated public program manager in OS22, the CFO3 focal point is responsible for posting NWSM 10-507, *Zone Boundaries, UGCs, and Maps* on the NDS website. The CFO3 focal point should contact the OS22 program manager when the website update is complete so that the requesting office is notified of the change.